

INVITATION TO BID



Bid Number: 202102 BRCC HVAC Annual Maintenance

Bids Will Be Publicly Opened: November 5, 2020

Mandatory Pre Bid Meeting: October 15 and 16, 2020 see page 4

Bid Release Date: September 30, 2020

INSTRUCTION TO BIDDERS (It is the bidder's responsibility to ready entire bid including contractor's license requirements.)

- 1 **Bids will be accepted until November 5, 2020 at 9:00 a.m. Bid must be submitted to: Baton Rouge Community College, 7515 Jefferson Highway #326, Baton Rouge, LA 70806. Due to the Covid 19 Situation Baton Rouge Community College (BRCC) will open all timely submitted sealed bids at its office located at 201 Community College Drive, Downstairs Lobby, Governors Building, Baton Rouge, LA 70806, on November 5, 2020 at 11:00 a.m., in response to this Invitation to Bid. All Bids will be publicly opened and read aloud. Bidders attending the bid opening must wear masks and maintain social distancing of 6 feet.**
- 2 **To ensure consideration of your Bid, all Bid Packages and addenda shall be returned in an envelope or package clearly marked with the Bid title, Bid opening date and the Bid number. Baton Rouge Community College, 7515 Jefferson Highway #326, Baton Rouge, LA 70806 on or before November 5, 2020 at 9:00 a.m. CST. DO NOT FAX OR EMAIL YOUR BID..**
- 3 **All bid prices and information shall be typed or written in ink. Any corrections, erasures, or other forms of alteration to prices should be initialed by the Bidder.**
- 4 **Payment will be made within thirty (30) days after receipt of invoice, delivery, and authorized inspection and acceptance, whichever occurs last. Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695.**
- 5 **Bids submitted are subject to provisions of the laws of the State of Louisiana including, but not limited to, La. Title 39: 1551-1736, Chapter 17; Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; and the terms conditions, and specifications listed in this solicitation.**
- 6 **Bids shall be signed by a person authorized to bind the vendor in accordance with L.R.S. 39:1594. SEE No. 27.**
- 7 **By signing this Invitation to Bid, the Bidder certifies compliance with all Instructions to Bidders, terms, conditions, and specifications and further certifies that this Bid is made without collusion or fraud.**
- 8 **By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Formerly OMB Circular A-133). A list of parties who have been suspended or debarred can be viewed at www.sam.gov .**

Signature of Authorized Bidder:
(Shall be signed and dated)

Company:
(Typed or printed)

Name, (Typed or Printed)

Address

City, State, Zip

Payment Terms:

Telephone No.

Email Address:

Fax No.

STANDARD TERMS AND CONDITIONS

- 1 Bid form.
All written Bids shall be submitted on the Bid Forms provided and in accordance with the Bid package and, properly signed. Bids submitted in the following manner will not be accepted:
 - A. Bid Instructions and Bid Forms contain no signature indicating intent to be bound;
 - B. Bid filled out in pencil;
 - C. Bid not submitted on BRCC's standard Bid Package and Bid Form.
 - D. Telegraphic or facsimile bids.
- 2 Receipt of Bids.
Bids shall be received at the address specified in this Invitation prior to Bid opening time in order to be considered. Entire Bid Packages shall be returned. Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to the physical location specified. BRCC is not responsible for any delays caused by the bidder's chosen means of bid delivery. BRCC is not responsible for late deliveries that make use of BRCC's interoffice mail service.
- 3 Bid Opening.
Bidders may attend the Bid opening, but no information or opinions concerning the ultimate contract award will be given at the Bid opening or during the evaluation process. Bids may be examined within 72 hours after Bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Department during normal working hours. Unsuccessful bidders submitting a response to the solicitation will be provided a copy of the tabulated results by providing a self-addressed stamped envelope with the original bid package.
- 4 Withdrawal of Bids.
A bidder may only withdraw a bid within forty-eight (48) hours after a bid opening, excluding Saturdays, Sundays and legal holidays, for good cause as for patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material or services made directly in the compilation of the bid.
- 5 Standards of Quality.
Any product or services bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trademark, brand name or catalog number used in the specifications is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidders shall specify the brand and model number of the product offered in his Bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.
- 6 New Products.
Unless specifically called for in the Invitation, all products for purchase shall be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrated, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply unless otherwise specified in the Invitation.
- 7 This term contract period is for 12 months. Upon agreement of BRCC and the contractor, a term contract may be extended for 2 (two) additional twelve-month periods at the same prices, terms and conditions. In such cases, the total contract cannot exceed 36 months.
- 8 N/A
- 9 Taxes.
Vendor is responsible for including all applicable taxes in the Bid Price. BRCC is exempt from all state and local sales and use taxes.
- 10 Award.
A purchase order or contract will be awarded to the Bidder who has provided a responsive and responsible Bid at the most favorable Bid Price as determined by the signed Bid Form.

BRCC reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all Bids and waive any informalities. The purchase order or contract, faxed, mailed, or delivered to the successful bidder is the official authorization to render services.

11 Invoices.

Invoices shall be submitted to, Baton Rouge Community College, Accounts Payable, 201 Community College Drive, Baton Rouge, Louisiana, 70806. The invoice shall refer to the delivery ticket number, delivery date, purchase order number, quantity, unit price, and deliver point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form. Payment will be made on the basis of the unit price as listed in the purchase order/contract. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities or services. Work order tasks shall be signed upon completion of the service. Invoices will not be paid without work orders signed by a BRCC representative.

12 Purchase Order/Contract Cancellation for Cause.

BRCC has the right to cancel any contract, in accordance with its purchasing rules and regulations, for cause, including but not limited to, the following:

- (1) Failure to deliver within the time specified in the contract;
- (2) Failure of the product or service to meet specifications, conform to sample quality, failure to supply services as specified, or to be delivered in good condition;
- (3) Misrepresentation by the contractor;
- (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with BRCC;
- (5) Conflict of contract provisions with constitutional or statutory provisions of state or federal law;
- (6) Any other breach of contract.

13 Termination of the Purchase Order/Contract for Convenience.

BRCC may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or by negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

14 Termination for Non-Appropriation of Funds

The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

15 Default of Contractor.

Failure to deliver within the time specified in the Bid will constitute a default and may cause cancellation of the contract. Where BRCC has determined the contractor to be in default, BRCC reserves the right to purchase any and all products or services covered by the contract on the open market and to charge the contractor with the cost in excess of the contract price. Until such assessed charges have been paid, no subsequent Bid from the defaulting contractor will be considered.

16 Order of Priority.

In the event there is a conflict between the Instructions to Bidder or Standard Terms and Conditions or Special Terms and Conditions, the Special Term and Conditions shall govern.

17 Applicable Law.

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

18 Terms and Conditions.

This solicitation contains all terms and conditions with respect to the commodities herein, any vendor contracts, forms, terms or other materials submitted with bid may cause bid to be rejected.

19 Equal Opportunity.

By submitting and signing the Bid, Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Bidders shall keep informed of and comply with all Federal, State and local laws, ordinances and regulations which affect his employees or prospective employees.

- 20 Non-Exclusivity Clause.
This agreement is non-exclusive and shall not in any way preclude BRCC from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources including state contracts.
- 21 Scope of Work Inclusions.
Contractor shall include all labor, material and equipment required to produce a completed service or installation which is acceptable to BRCC.
- Contractor shall furnish all necessary permits, licenses and certifications as may be required for the performance of the required services.
- Contractor is responsible and shall clean up and remove from any premises where the services are performed all debris resulting from his work and shall see that BRCC's premises and items furnished are left in good order, clean and properly installed.
- 22 Purpose.
The purpose of this contract is to provide the specified services. The terms and conditions of this specification are incorporated into and an essential part of the services. The contractor shall perform all services in a safe manner, in a manner to conform to the highest standard of good trade practices, in accordance with applicable laws and regulations and in accordance with manufacturer's performance specifications.
- 23 Insurance and Indemnity.
See Exhibit A
- 24 Pre-Bid Inspections.
A MANDATORY PRE BID MEETING WILL BE HELD ON

LOCATIONS AND TIMES:

THURSDAY, OCTOBER 15, 2020 BATON ROUGE LOCATIONS

8:00 AM	MID CITY, FACILITY BUILDING, 201 COMMUNITY COLLEGE DRIVE
10:00 AM	FRAZIER, MAIN ENTRANCE, 555 JULIA STREET
11:30 AM	ACADIAN, MAIN ENTRANCE, 3250 N. ACADIAN THRUWAY E
1:00 PM	ATC, MAIN ENTRANCE, 2115 NORTH LOBDELL
2:00 PM	CENTRAL, MAIN ENTRANCE, 10700 HOOPER ROAD, CENTRAL, LA

FRIDAY, OCTOBER 16, 2020 SATELLITE LOCATIONS

8:00 AM	PORT ALLEN, 3233 ROSEDALE RD., PORT ALLEN, LA
10:00 AM	JACKSON, 3337 HIGHWAY 10, JACKSON, LA

Bids shall be accepted only from those bidders that attend the Mandatory Pre Bid Meeting in their entirety. Bidder is responsible to inspect any site required for the services and have acquainted himself with all of the conditions under which the work will be performed. No additional compensation will be granted because of unusual difficulties which may be encountered in the execution of the work or services. Bidders are responsible to verify measurements and amount of supplies prior to submitting a bid.

***LIMITED ELECTRONIC VERSIONS OF DRAWINGS ARE AVAILABLE FOR SOME EQUIPMENT.** Email request for plans to Hilary Stephenson, Director of Purchasing at hstephenson@mybrcc.edu . Email request must be received prior to –October 19, 2020. Only electronic version of the drawings are available.

- 25 BRCC Inspection.
All work and services performed under this contract shall be subject to inspection by BRCC, its staff or a specialist designated by BRCC to ensure compliance with all terms and conditions of this contract at BRCC's expense.

In the event services are rejected as unsatisfactory or failing to comply with all terms and conditions of this contract, the successful Bidder shall redo the work at its sole cost and expense, or the contract may be cancelled at the option of BRCC. Invoice payment will only be issued with all complete documentation and after acceptance of work by BRCC.

- 26 Bids shall be accepted only from contractors who are licensed under La. R.S. 37:2150-2163 for the classification(s) such as Mechanical license, or Sub Class 7-1 and 7-20 Air Conditioning, Heating, Refrigeration and Duct Work;

IN ACCORDANCE LA R.S. 37:2163 "ANYONE OBJECTING TO THE CLASSIFICATION MUST SEND A CERTIFIED LETTER TO BOTH THE LOUISIANA STATE LICENSING BOARD FOR CONTRACTORS AND BATON ROUGE COMMUNITY COLLEGE PURCHASING DEPARTMENT. THE LETTER MUST BE RECEIVED NO LATER THAN TEN WORKING DAYS PRIOR TO THE DAY ON WHICH BIDS ARE TO BE OPENED.

IMPORTANT: In accordance with R.S. 37:2163A a contractor's license number MUST appear on the bid opening envelope on all projects in the amount of \$10,000 or more (and 1\$ or more if hazardous materials are involved).

For any bid submitted in the amount of \$10,000 or more, the contractor shall certify that he is licensed and show his license number on the bid.

FOR ANY BID SUBMITTED IN THE AMOUNT OF TEN-THOUSAND DOLLARS OR MORE, THE CONTRACTOR SHALL CERTIFY THAT HE IS LICENSED AND SHOW HIS LICENSE NUMBER ON THE BID ENVELOPE.

- 27 Signature Authority.
ATTENTION: R.S. 39:1594(C)(4) REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOU MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.

PLEASE CIRCLE ONE.

1. THE SIGNER OF THIS BID IS EITHER A CORPORATE OFFICER WHO IS LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE OR A MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM AS REFLECTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE. A COPY OF THE ANNUAL REPORT OR PARTNERSHIP RECORD MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.

2. THE SIGNER OF THE BID IS A REPRESENTATIVE OF THE BIDDER AUTHORIZED TO SUBMIT THIS BID AS EVIDENCED BY DOCUMENTS SUCH AS, CORPORATE RESOLUTION, CERTIFICATION AS TO CORPORATE PRINCIPAL, ETC. IF THIS APPLIES A COPY OF THE RESOLUTION, CERTIFICATION, OR OTHER SUPPORTIVE DOCUMENTS SHOULD BE ATTACHED HERETO.

3. THE BIDDER HAS FILED WITH THE SECRETARY OF STATE AN AFFIDAVIT OR RESOLUTION OR OTHER ACKNOWLEDGED/ AUTHENTIC DOCUMENT INDICATING THAT THE SIGNER IS AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. A COPY OF THE APPLICABLE DOCUMENT SHOULD BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.

- 28 It is the Bidder's responsibility to check the LaPac website frequently for any possible addenda that may be issued. BRCC is not responsible for a Bidder's failure to download any addenda documents required to complete the Invitation to Bid.

29. Materials & Workmanship.
It is the intent of these specifications to describe a complete system in satisfactory operating condition. The work will be installed in accordance with all local, state and federal codes, laws and regulations, whether called for in these specifications or not. All materials and apparatus required for the work will be new, of the quality specified, furnished, delivered, erected, connected and finished in every detail and will be so selected and arranged to fit properly in the building space. All work will be executed by competent workmen and in a thorough, substantial and workmanlike manner.

30. Experience Requirements.
The Contractor shall have a minimum of five years of service experience in commercial HVAC maintenance. The Contractor shall supply names of at least two (2) facilities where similar services have been successfully performed within the last five (5) years including the telephone numbers, person to contact for references

Each bidder shall attach an organization profile of their company. This description is to include but is not limited to the following information:

- 1) The year the company was formed.
- 2) Total number of years of HVAC maintenance experience.
- 3) Total number of HVAC technicians employed with the company.
- 4) Total number of businesses (not residential) and/or comparable facilities under contract for HVAC maintenance services.
- 5) Total number of certified technicians (full time and part time) as well as management personnel bidder intends to utilize for all facilities listed in this bid document.

*****A listing of all personnel assigned to the contract and their qualifications shall be submitted as a part of the bid package. BRCC reserves the right to review and reject any bid based on lack of qualified technicians.

BRCC shall have monthly meetings with the Contractor to review the maintenance schedule, work performed, and the progress of the maintenance to date. The contractor shall provide all maintenance schedules which will be reviewed by BRCC and revisions may be made at that time. Maintenance schedules shall be delivered to BRCC in a summarized, typed, electronic format and containing the following information: Work Request, Date Work Performed, Location, Problem, Corrective Action, and Current Status.

31 Bidder Inquiries.

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written inquiries relative thereto. Without exception, all inquiries **MUST** be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant bid section. All inquiries must be received by the close of business ***OCTOBER 19, 2020***. Only those inquiries received by the established deadline shall be considered by the State. Inquiries received after the established deadline shall not be entertained.

Inquiries concerning this bid must be delivered by mail, express courier, e-mail, hand or fax to:

Hilary Stephenson
Director of Purchasing
201 Community College Drive
Baton Rouge, LA 70806
Fax: 225-216-8039
E-mail: stephensonh@mybrcc.edu

An addendum will be issued and posted to the LAPAC website to address all viable inquiries received and any other changes or clarifications to the bid. No negotiations, decisions or actions shall be executed by any bidder as a result of any oral discussions with any BRCC employee or consultant. It is the bidder's responsibility to check the LAPAC website regularly for addenda that may be issued.

SPECIAL TERMS AND CONDITIONS

1. -Scope of work includes labor, materials and services required to produce a completed installation service or job which is acceptable to the agency.

-This term contract period is for 12 months. Suppliers shall maintain an adequate supply of items to meet the specified delivery dates. Upon agreement of BRCC and the contractor, a term contract may be extended for two additional twelve month periods at the same prices, terms and conditions. In such cases, the total contract cannot exceed 36 months.

Bid Quantities on Term Contracts.

For an open-ended requirements term contract, quantities shown are based on estimates. When usage is not available, a quantity of one (1) indicates a lack of history on the item. The successful Bidder shall supply, at Bid Prices, actual requirements as ordered whether the total of such requirements is more or less than the quantity shown.

2 Other Instructions:

-Vendor submitting a bid shall be in the business covered herein..

-Vendor submitting a bid shall employ a local staff of full time service technicians.

- In the event a greater or lesser quantity is needed, the right is reserved by BRCC to increase or decrease the amount at the unit price and terms stated in the bid.

- Guaranteed parts and labor agreement defined as formal assurance that all services, parts and products meet commercial standards of quality and are guaranteed for 1 year from the date of repair

3 Successful Bidder delivers to: Baton Rouge Community College
Receiving
201 Community College Drive
Baton Rouge, Louisiana 70806

4 BRCC Point of Contact: Hilary Stephenson - stephensonh@mybrcc.edu

3/2017

SCOPE OF WORK

The intent of this contract is to provide Preventative Maintenance under a guaranteed parts and labor agreement between BRCC and Contractor for the mechanical equipment for the various buildings on the Mid-City Campus, the Frazier Building, the Acadian location, Automotive Training Center and other BRCC locations listed below. Maintenance shall be performed on all air handling units, fan coil units, pumps, VAV boxes and all related VAV components in the buildings listed below to include coil cleaning (air side only), fan bearing lubrication, fan belt maintenance, fan belt replacement, pump lubrication and maintaining the control system as listed in this specification (Scope of Work). The buildings where this service is to be performed are listed below.

BATON ROUGE AREA LOCATIONS:

- | | |
|--|--|
| 1. Governor's Building, Mid-City | 8. Bonne Sante Wellness Center, Mid-City |
| 2. Louisiana Building, Mid-City | 9. Mechanical Plant Building, Mid-City |
| 3. Cypress Building, Mid-City | 10. LCTCS Building, Mid-City |
| 4. Magnolia Building, Mid-City | 11. Acadian Building, North Acadian |
| 5. Bienvenue Student Center, Mid-City | 12. Frazier Building, Julia Street |
| 6. Facilities Services Building Mid City | 13. Central Location – Hooper Road |
| 7. Custodial Warehouses (2) Mid City | |
| | 14. Auto Training Center – Lobdell |
| | 15. Collision Center – Lobdell |

SATELLITE LOCATIONS:

1. Jackson
2. Port Allen

Maintenance for satellite locations will be priced under an alternate. See bid form.

*LIMITED ELECTRONIC VERSIONS OF DRAWINGS ARE AVAILABLE FOR SOME EQUIPMENT. Email request for plans to Hilary Stephenson, Director of Purchasing at hstephenson@mybrcc.edu. Email request must be received prior to – October 19, 2017. Only electronic version of the drawings are available.

The Contractor shall provide a Full Coverage Preventive Maintenance Program (**including maintaining all control systems**) for servicing all equipment and associated devices related to the HVAC systems. The Contractor is responsible for maintaining all the HVAC equipment at each site listed. The Contractor shall verify HVAC equipment location, type, size, manufacturer, model and quantity at each building listed. (**See Attachment- A for a list of buildings and some equipment at each campus**)

Contractor MUST provide a semi annual report on April 1 and October 1 to the owner detailing all preventative maintenance performed within the last 6 months. Each report must detail work done, equipment location and description including serial numbers where available.

The Contractor shall furnish all necessary technical support, labor, materials, tools, testing equipment, and other services necessary and incidental to accomplish the work as listed herein for mechanical maintenance on HVAC equipment. (**See ATTACHMENT-B for equipment covered and maintenance requirements for each building.**)

Each Chiller is 500 tons. Includes: VAV boxes (VAVs are not filtered) and VFDs. Does not include: refrigerators and ice machines; testing of fire safety devices; water treatment; utility piping in the ground;

CONTRACTOR'S RESPONSIBILITIES

The Contractor shall use trained workers directly supervised by the Contractor. All workers performing maintenance on HVAC equipment as scheduled in the Equipment –Maintenance Service section and ATTACHMENT- A. Technicians shall have a minimum of 5 years' experience and Laborers shall have a minimum of 3 years' in commercial HVAC mechanical maintenance. Technicians or laborers with residential only experience will not meet this requirement.

The Contractor shall have in his possession the manufacturer's repair procedures and complete parts lists for all equipment to be maintained where attainable.

Contractor's preventative maintenance program shall be computer generated, based on run time, manufacturer's recommendations, and historical data bank of similar equipment. Simple computer base, run time only, or hand scheduled programs are not acceptable.

All planned preventive maintenance work performed under these specifications shall be performed 7:00 – 4:00 on regular working days Monday - Friday. All preventative maintenance must be scheduled in advance with BRCC's Facilities office.

All contractor and subcontractor employees MUST sign in with the Facilities Department before beginning work on any BRCC location. Any repair work shall not be done until a quote has been provided to BRCC and approved. Invoices will not be paid until a detailed description of referenced work with signed work order is provided. Invoices without a signed work order will not be paid.

The Contractor shall advise BRCC's representative of work outside the scope of this agreement that needs to be done. This shall be done in writing and any proposals accepted will be considered as an extra to the original contract.

The Contractor shall make an initial inspection and report any equipment which is inoperative or in need of repair and report this to BRCC. The incoming contractor has a 30 day discovery period. All repairs not discovered will be the responsibility of this Contractor. This Contractor shall then continue to maintain such equipment in first class operating condition as stipulated herein.

If for any reason equipment must be shut down for an extended period, BRCC shall be notified immediately of the delay and the measures being taken to put equipment back in service.

BRCC reserves the right to act as the sole agent in determining if service is satisfactory including a determination of whether parts need replacing. The Contractor's failure to comply with BRCC's demand in this regard within seven (7) calendar days will constitute a circumstance under which BRCC may immediately and without notice terminate the agreement.

The contractor shall initiate, maintain, and supervise all safety precaution and programs in connection with his personnel, the public, and in connection with the work. The Contractor shall take reasonable precautions for safety and shall provide reasonable protection to prevent damage or injury.

A scheduled maintenance report shall be provided for each maintenance visit within 7 days of visit or completion of project (whichever is later). Failure to provide this report may result in payments being held until report is submitted. Mechanic(s) and technicians shall be required to check in at the start of each work day and check out at the end of each work day. When all tasks have been completed, the scheduled maintenance report must be signed by the Maintenance Supervisor, and a copy turned into BRCC's representative. BRCC may require a walkthrough to review completed jobs. Electronic copies of the maintenance reports shall be delivered to the BRCC Facilities Department on a monthly basis.

A repair record shall be made out for each instance, repair, or call out service. The record shall show the nature of the call, repairs made, material used, and labor used. Each repair record must be signed by the BRCC Facilities Department or its representative(s); HVAC Stationary Engineer, or their designee **AND** a copy turned into BRCC's representative upon completion of visit.

A list of repair parts and replacement devices shall be maintained by the Contractor on the jobsite or at the Contractor's warehouse (Greater Baton Rouge Area Preferred).

EXPECTED RESPONSE TIME:

Emergency	Less than 2 hours
Urgent	2-4 hours

Routine	Less than 2 days
---------	------------------

EQUIPMENT – MAINTENANCE SERVICE

Equipment Included

The preventive maintenance and the responsibility of the Contractor shall not be limited only to the major pieces of equipment, but shall also include all appurtenant devices and systems such as those listed below that are related to the equipment (including control systems).

1. Heating System

Pumps, heating coils, steam traps, water strainers, unit heaters, duct heaters, humidifiers, heat exchangers, etc.

2. Cooling System

Air conditioning compressors, evaporative condensers, air cooled condensers, pumps, water chillers, condenser coils, cooling coils, tube bundles, cabinetry, etc.

3. Air Handling System

Fans, motors, air filters, dampers, induction units, mixing boxes, fan coil units etc.

4. Temperature Control System & HVAC Control System

Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system).

5. Miscellaneous Equipment

Direct expansion valves, thermometers, gauges, pump and fan motor drives, belts and refrigerant.

Services Included

The general services listed below shall apply to the systems and Equipment as described.

1. Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
2. Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
3. Paint all equipment as needed to prevent and protect against corrosion and deterioration.
4. Lubricate all equipment quarterly and/or as needed to permit bearings, gears, all contact wearing points to operate freely and without undue wear.
5. Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
6. Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies.
7. Repair the device by the addition of replacement parts, should the above maintenance not be adequate.
8. Replace the device should the above repair not be adequate.
9. Replace the equipment unit should the above partial replacement not be adequate.
10. Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.
11. Charge units with applicable refrigerant as required to maintain proper cooling.
12. Replace filters as noted on filter schedule.
13. Perform annual (or upon request) vibration analysis on chillers and supply documented results with 30 days of analysis.
14. Provide annual software subscriptions to account for new revisions and updates for sites that have HVAC control systems.
15. Full checkout of each VAV box and controller to ensure proper operation and control. Includes diagnostics of all controllers and calibration of systems.
16. Replace belts as needed an at least annually on all equipment. If a BRCC staff notified contractor of a loose belt, this should be corrected at the next preventative maintenance review

PARTS AND LABOR COVERAGE

Parts Replacement

All parts, components or devices for the equipment that are worn out or are not in proper operational condition shall be repaired and/or replaced with new parts, components, or devices.

When equipment or parts are replaced in their entirety and a newer design of the device is available and is functionally equivalent and compatible, the device of the newer design shall be used as the replacement.

Quotes for all repair and replacement jobs must be submitted to BRCC for approval. BRCC reserves the right to obtain quotes or bids from other vendors for repair or replacement jobs.

All miscellaneous parts and supplies necessary to maintain the equipment (belts, valve packing, lubricants, tools, paints, refrigerant, test instruments, meters, etc.) shall be supplied by Contractor.

Costs for all parts and supplies as described above shall be included as a part of the Guaranteed Parts and Labor Agreement.

All labor, overtime, travel costs, and any other expenses incurred and expended on maintenance or repair call shall be provided by the Contractor and shall be included as a part of the Guaranteed Parts and Labor Agreement.

PREVENTIVE MAINTENANCE AND EMERGENCY SERVICE CALLS

Contractor shall schedule and perform the preventive maintenance services on no less than a quarterly basis.

Contractor MUST provide a semi annual report on April 1 and October 1 to the owner detailing all preventative maintenance performed within the last 6 months. Each report must detail work done, equipment location and description including serial numbers where available.

After each service call, a Service Report shall be left with a BRCC representative detailing work accomplished including maintenance. The Service Report must include equipment identification such as location and/or serial number.

The contractor shall utilize computer generated preventative maintenance directions, which indicate task functions to be performed on each scheduled service call as determined by calendar periods, operating hours (run time), manufacturer's recommendations, historical data bank, as pertinent to each task. Detailed written service reports shall be submitted to BRCC at the time of service.

The contractor's administrative system shall provide for continuous updating of the maintenance procedures and frequencies.

The contractor shall communicate with the BRCC Facilities Department or its representative(s), HVAC Stationary Engineer or the designee on an as needed basis by utilizing email, telephone or fax. Contractor shall respond to communications with 1 work day.

Contractor shall maintain all instrumentation devices and systems in complete operating condition subject to approval of BRCC. Contractor shall provide full maintenance and service of the entire system.

Annual Maintenance cost must be included in the calculation of Preventative Maintenance unit price listed on the bid form. .

PREVENTIVE MAINTENANCE TASK SHEET – Written summary of all maintenance must be provided to Facilities Department Quarterly

Contractor MUST schedule all maintenance work with BRCC Facilities office prior to work beginning.

BRCC MUST BE NOTIFIED AT LEAST ONE MONTH IN ADVANCE OF ANNUAL MAINTENANCE PROJECTS. ANNUAL MAINTENANCE PROJECTS SHOULD OCCUR DURING LOCATION LOW USAGE TIMES. BRCC RESERVES THE RIGHT TO CHANGE ANNUAL MAINTENANCE PROJECT DATES BASED ON CHANGES IN THE COLLEGE'S SCHEDULE

A. Air Handling Units

Quarterly Maintenance

- Inspect bearings
- Inspect belts
- Inspect sheaves
- Inspect squirrel cage
- Inspect motor and electrical systems
- Perform megohm test on motors (20 HP and above) This must be scheduled in advance with BRCC Facilities Department
- Inspect coil for buildup of lint or dust
- Inspect overall unit for vibration and appearance; make adjustments/repairs as necessary

- Change air filters
- Perform vibration analysis
- Inspect/grease bearings
- Change belts as needed or as requested by BRCC Facilities staff
- Inspect sheaves
- Inspect/clean squirrel cage
- Inspect motor and electrical systems
- Clean condensate drain
- Rinse coil(s) thoroughly with water
- Spray coil(s) with chemical solution
- Inspect overall unit for vibration and appearance; make adjustments/repairs as necessary

B. Centrifugal Chillers

Quarterly Maintenance

- Inspect unit for leaks
- Inspect motor starter/motor contacts
- Inspect compressor oil level and color
- Check oil level in the sump while chiller is running
- Check oil heater
- Check evaporator and condenser pressure, oil tank pressure, differential oil pressure, and discharge oil pressure
- Lubricate vane control linkage bearing, ball joints and pivot points to factory specifications
- Lubricate first stage vane operator tang-o-rings to factory specifications
- Lubricate oil filter shutoff valve o-rings to factory specifications
- Clean all water strainers in water piping system
- Inspect entire unit for appearance; make adjustments/repairs as necessary

Annual Maintenance

- Perform all tasks for Quarterly Maintenance
- Record and perform annual maintenance procedures referred to in the maintenance section of the purge and operation manual; make adjustments/repairs as necessary
- Cleaning including removal of sludge, scaling, drain machine, remove plates, etc.
- Inspect purge tank and carbon tank insulation for damage or degradation; make necessary repairs to insulation
- Perform oil analysis and provide results to customer
- Mechanically brush condenser tubes to include
 1. Isolate tubes
 2. Drain water from tubes
 3. Remove head
 4. Mechanically brush tubes
 5. Replace gasket
 6. Replace head
- Measure compressor motor winding resistance to ground
- Perform leak test with pressurized system
- Perform purge system control checks

- Check all internal components in purge control panel for corrosion, terminal tightness, signs of overheating, etc.
- Change the return line filter-drier assembly
- Inspect entire unit for appearance; make adjustments/repairs as necessary
- Perform vibration analysis to include:
 1. Record equipment specific information for reference
 2. Install pads and labels (if applicable)
 3. Install sensors in proper location
 4. Start equipment and run at normal operating conditions
 5. Record readings and remove sensors
 6. Submit readings for report generation and deliver to customer with recommendations

C. Cooling Towers

Quarterly Maintenance

- Inspect water level and adjust floats as necessary
- Inspect fan belts; adjust and/or replace as necessary
- Check controls and calibrate as necessary
- Check fan motor and sheave; perform megohm test on 20HP and above
- Check oil level in gear box and add oil as necessary
- Inspect general appearance and structure; make adjustments/repairs as necessary
- Check water clarity; drain water and clean if necessary

Annual Maintenance

- Perform all tasks for Quarterly Maintenance
- Change belts
- Drain water, clean and fill reservoir
- Cleaning hot decks, fins, etc. Remove sludge and scaling

D. Exhaust Fans

Quarterly Maintenance

- Inspect sheave
- Inspect bearings and grease as required
- Inspect belts, tighten and/or replace as necessary
- Inspect motors and electrical connections; make adjustments/repairs as necessary
- Clean squirrel cages, blades, fans, etc.

E. Water Pumps

Quarterly Maintenance

- Inspect pump seal for excessive water loss; make adjustments/repair/replace as necessary
- Perform megohm test on 20HP motors and above. Must be scheduled in advance with BRCC Facilities Department
- Inspect and grease bearings

Annual Maintenance

- Perform all tasks for Quarterly Maintenance
- Clean strainer screens

F. Water Heaters

Quarterly Maintenance

- Check operation; make adjustments/repairs as necessary
- Calibrate controls
- Inspect general appearance

G. Boilers

Quarterly Maintenance

- Check expansion tank
- Check waterside temps and pressures
- Blow down boiler, verify for safe operation
- Inspect exhaust flue
- Inspect refractory
- Check electrical, check feed water systems, low water cutoff device check for proper fuel shut off and firing, check safeties and relief valve

Annual Maintenance

- Perform all tasks for Quarterly Maintenance
- Clean burners
- Clean or replace flame sensing rod as needed
- Inspect exhaust flue and clean
- Verify proper combustion air through stack analysis
- Complete waterside check including tubes, water jacket, gaskets, anodes, etc.
- Provide written service report annually and advise to any unusual or unsafe condition

H. Pipe Insulation

Annual

- Inspect pipes and provide written report of findings to BRCC Facilities Department

I. VAV Boxes and Controllers

Quarterly Maintenance

- Inspect each box and controller to ensure proper operation and control

The Contractor shall provide emergency service on an as required basis. Emergency service shall be considered as calls in addition to the scheduled preventive maintenance calls.

1. This emergency service shall be provided as often as needed, on a 24-hour basis, weekends and holidays included.
2. The Contractor should respond to an emergency situation within 2-hours. Failure to provide such service within two (2) hours shall be grounds for cancellation of this contract. An emergency service call is at the discretion of BRCC.
3. Emergency service response system shall be a professionally manned telephone answering service. Automatic telephone answering/recording machines, home telephone numbers or cell phones are not acceptable.
4. Repairs to critical equipment shall be expedited as much as possible to minimize downtime. Delays caused by price shopping for parts or longer than necessary delivery because of lower cost of a part to the Contractor is unacceptable.

Six months prior to the termination date of this contract the Contractor shall submit a list of existing conditions to BRCC. All equipment in need of repair shall be functional by the termination date of the contract and the Contractor is to leave them in first class condition.

Summary of existing conditions discovered during the regular maintenance MUST be submitted to BRCC's Facilities Department quarterly.

OWNER'S RESPONSIBILITIES

BRCC shall immediately notify the Contractor of any unusual operating conditions associated with the equipment protected by this agreement.

It is agreed that BRCC will provide access to all devices which are to be serviced. The Contractor shall be free to start and stop all devices which are to be serviced. The Contractor shall be free to start and stop all primary equipment incidental to the operation of the temperature control system provided that arrangements are made in advance with and directed by BRCC.

BRCC shall be able to remove any employee of the Contractor who shall be found incompetent by BRCC in any way detrimental to the best interests of the work.

The BRCC Facilities Department or its representative(s) will provide administration of the Contract as described herein. He shall notify the Contractor in writing as to the name and duties of the selected (Owner's) representative(s).

1. BRCC's representative will have the authority to act on behalf of BRCC in the execution and maintenance of the Contract.
2. BRCC's representative will have the authority to reject work that is not in accordance with the Specifications.
3. If the Contractor fails to correct defective work or persistently fails to carry out the work in accordance with Specifications, BRCC's representative, by written order can order the Contractor to stop work or any portion thereof until the cause for such order has been eliminated.

If the Contractor fails to correct defective work or persistently fails to carry out the work in accordance with Contract Documents, BRCC's Representative, by written order can order the Contractor to stop the work or any portion thereof until the cause for such order has been eliminated.

If the Contractor fails to correct defective work or persistently fails to carry out the work in accordance with the Specifications, and fails within seven (7) calendar days after receiving a notice from BRCC to commence or continue correction of such default or neglect with promptness; or if after the initial seven (7) calendar days, the Contractor does not have a remedy or make good deficiencies; an appropriate change order will be issued deducting from the payments then or thereafter due to the Contractor, the cost of correcting such deficiencies.

BRCC reserves the right to perform work with his own forces in connection with the Project not called for specifically in the Contract, such as burnt electric lines, main lines fuses, etc.

BID FORM**BID FORM****BID FORM**

Provide a Full Coverage Preventive Maintenance Program for servicing all equipment and associated devices related to the HVAC systems. The Contractor is responsible for maintaining all the HVAC equipment at each site listed. Provide an hourly rate for an HVAC technician and laborer in the BID FORM. The hourly rate will be used in the total calculation for award.

NOTE: All repair work requires a quote from the contractor detailing work to be done. The quote must include a price breakdown of technician and laborer hours necessary for the repair, supplies and materials cost. BRCC has the option to obtain quotes from other vendors for the repair work to be done. The Contractor awarded this bid shall then continue to maintain such equipment in first class operating condition as stipulated herein.

BASE BID

Item Number	Description	Unit of Measure	Quantity	Unit Price	Extended Total
1	Preventative Maintenance HVAC Equipment at BRCC Baton Rouge Area Locations	Month	12		
2	HVAC Technician Hourly Rate Baton Rouge Area Locations	Hour	1000**		
3	HVAC Laborer Hourly Rate Baton Rouge Area Locations	Hour	500**		
4	HVAC Technician Hourly Rate Port Allen Location	Hour	100**		
5	HVAC Laborer Hourly Rate Port Allen Location	Hour	50**		
6	HVAC Technician Hourly Rate Jackson Location	Hour	100**		
7	HVAC Laborer Hourly Rate Jackson Location	Hour	50**		

Grand Total Base Bid \$ _____

ALTERNATE #1

Item Number	Description	Unit of Measure	Quantity	Unit Price	Extended Total
1	Preventative Maintenance HVAC Equipment at BRCC Satellite Locations	Month	12		

All Annual Maintenance cost must be included in the calculation of Monthly Preventative Maintenance unit price.

For an open-ended requirements term contract, quantities shown are based estimates. The successful Bidder shall supply, at Bid Prices, actual requirements as ordered whether the total of such requirements is more or less than the quantity shown. Hourly Rate must cover service as **ALL BRCC locations listed in Scope of Work.

ATTACHMENT A – Building HVAC Equipment List (Contract covers all HVAC related equipment. Not all equipment is listed below.)

Campus	Building Name	Description	Model	Qty
- Fraizer	Art School Building	Air Handling Unit	York Air Handling Unit	5
- Fraizer	Art School Building	Air Handling Unit	Quincy Air Compressor	1
- Fraizer	Art School Building	Air Handling Unit	Dunham Bush Air Handling Unit-16	1
- Fraizer	Art School Building	Air Handling Unit	Dunham Bush Air Handling Unit-17	1
- Fraizer	Art School Building	Air Handling Unit	York Air Handling Unit #10	1
- Fraizer	Fraizer Center	Pump	Armstrong Pump	2
- Fraizer	Fraizer Center	Air Handling Unit	York Air Handling Unit #1	9
- Fraizer	Fraizer Mechanical	Exhaust Fan	Greenheck	12
- Fraizer	Fraizer Mechanical	Chiller	York Water Cooled Chiller	2
- Fraizer	Fraizer Mechanical	Pump	Bell & Gossett Pump	3
- Fraizer	Fraizer Mechanical	Cooling Tower	Marley Cooling Tower	1
- Fraizer	Fraizer Mechanical	Boiler	Smith Cast Iron Boiler	1
- Fraizer	Frazier Art Wing	Condensing Unit	York Condensing Unit	6
- Fraizer	Frazier Art Wing	Exhaust Fan	Chelsea Exhaust Fan	1
- Fraizer		Fan Coil Unit		
	ALL MID CITY RUN OFF OF TRACER SUMMIT			
- Mid City	Bienvenue Student Center	Air Handling Unit	McQuay	5
- Mid City	Bienvenue Student Center	Pump	Aurora	2
- Mid City	Bienvenue Student Center	Exhaust Fan	Cook	7
- Mid City	Bonne Sante Wellness Center	Pump	Aurora	2
- Mid City	Bonne Sante Wellness Center	Air Handling Unit	Trane	6
- Mid City	BRCC Mechanical Plant	Cooling Tower	BAC Cooling Tower	4
- Mid City	BRCC Mechanical Plant	Chiller	York Centrifugal Chiller	4
- Mid City	BRCC Mechanical Plant	Pump	Chilled Water Pump	2
- Mid City	BRCC Mechanical Plant	Pump	Condenser Water Pump	4
- Mid City	BRCC Mechanical Plant	Fan Coil Unit	McQuay Fan Coil Units	3
- Mid City	BRCC Mechanical Plant	Unit Heater	Modine Unit Heaters	4
- Mid City	Cypress Building	Exhaust Fan	Greenheck	4
- Mid City	Cypress Building	Boiler	Thermific	3
- Mid City	Cypress Building	Pump	Pump	2
- Mid City	Cypress Building	Air Handling Unit	York	2
- Mid City	Cypress Building	Air Compressor	Lifeline	1
- Mid City	Cypress Building	Boiler	Ventura	2
- Mid City	Cypress Building	Exhaust Fan	Damper	11
- Mid City	Governors Building	Air Handling Unit	York	4
- Mid City	Governors Building	Pump	Aurora	2
- Mid City	Governors Building	Exhaust Fan	Cook	2
- Mid City	LCTCS	CRAC units	Liebert	2
- Mid City	LCTCS	Pump	Taco Pump	2
- Mid City	LCTCS	Air Handling Unit	Trane Air Handling Unit	5

- Mid City	LCTCS	Condensing Unit	Trane Condensing Unit	3
- Mid City	LCTCS	Air Handling Unit #5	McQuay	1
- Mid City	LCTCS	Exhaust Fan	...	
- Mid City	Louisiana Building	Air Handling Unit	York	3
- Mid City	Louisiana Building	Exhaust Fan	...	
- Mid City	Magnolia Library	Air Handling Unit	York	6
- Mid City	Magnolia Library	Pump	Taco	2
- Mid City	Magnolia Library	Exhaust Fan	US Fan International	3
-Mid City	Facilities Building	Split Systems		2
- Mid City	Custodial Building	Goodman Package units		2
-Mid City	Receiving Building	Split Systems		2
-Mid City	IT Building	Lieber Unit with exterior condenser		1
- Mid City	IT Building	Air Handler		1
	ALL ACADIAN RUN OFF OF METASYS			
Acadian	Welding Building 2nd floor	AHU #1.0	McQuay	1
Acadian	Media Center	AHU #1.1	McQuay	1
Acadian	Media Center	AHU #1.2	McQuay	1
Acadian	Media Center	AHU #1.3	McQuay	1
Acadian	Administration Office	AHU #1.3A	McQuay	1
Acadian	A/C Refrigeration Dept.	AHU #1.4	McQuay	1
Acadian	Chemistry Lab	AHU #1.5	McQuay	1
Acadian	Early Childhood Ed	AHU #1.6	McQuay	1
Acadian	Computer Networking	AHU #1.7	McQuay	1
Acadian	Student Personnel	AHU #2.1	McQuay	1
Acadian	Student Personnel	AHU #2.2	McQuay	1
Acadian	Business Education	AHU #2.3	McQuay	1
Acadian	Activity Center	AHU #2.4	McQuay	1
Acadian	Activity Center	AHU #2.5	McQuay	1
Acadian	Mechanical Plant	Centrifugal Chiller	York	2
Acadian	Mechanical Plant	Cooling Tower	BAC	1
Acadian	Mechanical Plant	Chill Water Pumps		3
Acadian	Mechanical Plant	Condenser Water Pumps		3
Acadian	Mechanical Plant	Hot Water Pumps		2
Acadian	Mechanical Plant	Boiler		2
Acadian	Mechanical Plant	Domestic Hot water Pump		1
Acadian	Welding Building	Exhaust Fans		4
Acadian	Cafeteria	Supply Fan		1
Acadian	Bake Shop	Supply Fan		1
Acadian	Bake Shop	Exhaust Fan		1
Acadian	Welding Classroom	Fan Coil Unit		1
Acadian	Welding Office	Fan Coil Unit		1
Acadian	Automotive Classroom	Fan Coil Unit		1
Acadian	Automotive Classroom	Fan Coil Unit		1
Acadian	Machine Tool Classroom	Fan Coil Unit		1

Acadian	Graphics	Package Units	2
Hooper		Split Systems with 1 multi zone unit	10
	ALL ATC RUNS OFF OF INVENSYS		
ATC		Air Handling Units	8
ATC		Mini Split System	1
ATC		Air Cooled Screw Chillers (DYKAIN)	2
ATC		Exhaust Fans	22
Jackson	All Jackson is Pneumatic System	Air Handling Units	2
Jackson		Chillers	1
Jackson		Boiler	1
Jackson		Gas Heaters	4
Jackson		Exhaust Fans (Welding Shop)	3
Jackson		Air Compressor	1
New Roads	All New Roads is Pneumatic System	Air Handling Units	2
New Roads		Exhaust Fan	4
New Roads		Heaters	5
New Roads		Wall Mount A/C for Trailer	2
New Roads		Chiller	1
New Roads		Air Compressor	1
Port Allen		Exhaust Fan	2
Port Allen		Package Units	4
Port Allen		Window Units (Back)	2
Port Allen		Gas Heaters	
Port Allen		Exhaust Fans (Welding Shop only)	
Port Allen		Window Unit (Welding Shop)	1
Port Allen		Split System	2
Port Allen		Mini Split System	4

Note: Contractor shall be responsible for verifying equipment and quantity listed on this chart.

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements – (Does not include satellite locations)

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Frazier Campus

Pump Maintenance Requirements

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets/replace Lubricate drive shaft bearings Clean surface

Pump Maintenance Requirement

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets – replace leaks Lubricate drive shaft bearings Clean surface

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Frazier Campus

Gas Boiler Maintenance Requirements

Part	Tasks Required
Burner Section	Check flame shape & composition Perform combustion testing Check draft Inspect & clean nozzles & orifices Adjust & calibrate air/fuel ratio Clean igniters & pilot
Boiler Section	Inspect for leaks Clean all surfaces Perform water check Perform chemical check
Controls & Limits	Perform operational tests & calibrations of: Control sequences, Hi-temp safety, Flame failure, Hi/Low fuel pressure, Low water blow down-fuel
Relief Valve	Ensure valve closes using try lever test
Exhaust Flue	Flue gas analysis Clean & inspect for soot or corrosion
Gas Train	Check operation of safety valves Check main valve for proper operation Inspect for any leaks Check for gas shut off valve Check gas for proper operation pressure valve
Gauges & instruments	Inspect for proper operation & calibration

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Frazier Campus

Reciprocating Compressor Maintenance Requirements

Parts	Tasks Required
Compressor	Check crankcase heater, oil & refrigerant leaks, refrigerant charge, efficiency of unit, oil level and condition, high pressure safety valve Perform acid test Observe all temperatures Check for vibrations Sequence cylinder unloaders Inspect safety valve Check coupling – adjust
Motor	Check motor current Inspect coils & contacts Lubricate bearings Check for vibration Check coupling & alignment
Control Panel	Calibrate controls Clean controllers Check safety interlocks Inspect set points of controls Inspect limits Sequence operation of compressor
Gauges	Calibrate gauges Clean & adjust Check for leaks

Water Cooled Condenser Maintenance Requirements

Parts	Tasks Required
Tubes	Inspect & clean as required Chemically clean & flush periodically
Shell	Clean as needed Check for leaks Inspect for corrosion
Refrigerant Gas Inlet	Check for leaks
Liquid Level Opening	Check for leaks
Water Inlet & Outlet	Check for leaks Inspect gaskets Treat for corrosion
Liquid Refrigerant Outlet	Check for leaks
Tube Sheet	Inspect & clean as required

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Frazier Campus

Cooling Tower Maintenance Requirements

Part	Tasks Required
Basin	Inspect for corrosion Clean surfaces
Eliminators	Inspect for wear Inspect for corrosion
Fan	Check blades for alignment Clean dirt from blades Lubricate bearings Check couplings Inspect belts for wear & tightness – adjust Check for corrosion
Motor	Inspect coils & contacts Tighten all electrical Connections Check vibration of motor Check current & voltage Tighten all motor mounts
Baffles	Inspect for corrosion Inspect for wear
Sump	Clean sump & inspect for corrosion
Water Inlet & Outlet	Inspect & check for leaks
Overflow	Clean overflow Check for corrosion
Float Valve	Check for proper operation Clean & test for cut off
Drain	Inspect for blockages Check proper shut off

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Frazier Campus

Air Handling Unit Maintenance Requirements

Part	Tasks Required
Dampers	Lubricate bearings Check for proper operation Adjust, calibrate & clean surfaces Tighten connections
Filters	Clean and/or replace as required
Heating & Cooling Coils	Clean coils & comb bent fins Check for leaks Inspect for corrosion
Motor	Inspect contacts & starter Check for vibration Tighten electrical connections Tighten mountings, lubricate motor
Fan	Clean & inspect Check for vibrations Check fan rotation
General	<p>Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system).</p> <p>Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.</p> <p>Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies.</p> <p>Zone Control Actuators</p>

Packaged Chiller Maintenance Requirements

Part	Tasks Required
Water Inlet & Outlet	Inspect & check for leaks
Sump	Clean sump & inspect for corrosion
Cooling Coil	Inspect & clean surfaces Comb bent fins Check for corrosion & leaks
Zone Control Actuators	Inspect for proper operation Clean surfaces Adjust as needed
Compressor	Check refrigerant charge Check crankcase heater Check for oil, refrigerant leaks & oil level

	Change oil as needed Check for vibration Observe operating temperatures
Condenser Coil	Clean fin surfaces & comb bent fins Check for leaks Check for corrosion
Condenser Fan	Clean dirt accumulation Lubricate bearings Check for bearing wear Check drive coupling & belts Adjust tightness of belts

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Frazier Campus

Packaged Chiller Maintenance Requirements Continued

Electrical Disconnect	Inspect & clean contacts Check for proper operation
Exhaust Air Damper	Check for proper operation Adjust & calibrate Lubricate bearings
Fresh Air Damper (Economizer)	Check for proper operation Adjust & calibrate Lubricate bearings
Filter Dryer	Replace filters as needed

Split System Maintenance Requirements

Part	Tasks Required
Filter Section	Replace filters as needed
Fresh Air Damper (Economizer)	Check for proper operation Adjust & calibrate Lubricate bearings
Return Air Damper	Check for proper operation Adjust & calibrate Lubricate bearings
Exhaust Air Damper	Check for proper operation Adjust & calibrate Lubricate bearings
Return & Supply Fans	Lubricate bearings Check for bearing wear Clean dirt accumulation Check drive couplings tighten Check belts – replace Check alignment of shaft Check fan blade tightness
Return & Supply Fan Motors	Inspect starter coils

	Inspect & clean contacts Tighten all electrical connections Check operating current & voltage Check for vibration Lubricate bearings Check motor insulation resistance Check motor mounts – tighten
Electrical Disconnect	Inspect & clean contacts Check for proper operation

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Frazier Campus

Split System Maintenance Requirements Continued

Condenser Fan	Clean dirt accumulation Lubricate bearings & check for bearing wear Check drive coupling & belts Adjust tightness of belts
Condenser Coil	Clean fin surfaces Check for leaks Check for corrosion
Compressor	Check refrigerant charge Check crankcase heater Check for oil & refrigerant leaks Check oil level & change as needed Check for vibration Observe operating temperatures
Zone Control Actuators	Inspect for proper operation Clean surfaces Adjust as needed
Cooling Coil	Inspect & clean surfaces
Burner Section	Perform draft & combustion test Clean & inspect nozzles & inspect blower Lubricate blower motor Test safety controls
Heating Section	Inspect & clean Check for corrosion & leaks

Exhaust Fan Maintenance Requirements

Part	Tasks Required
Motor	Inspect coil & contacts Check motor mounts Check current Check for vibrations

Belts & Pulleys	Check alignment of pulley Check wear of pulley & belts Check belt tension – replace as needed
Bearings	Inspect for wear, lubricate when needed Replace if worn
Fan Blade	Clean & inspect Check fan rotation Check for vibration
Housing	Check mountings Clean dirt from surfaces

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Bienvenue Student Center

Pump Maintenance Requirements

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets – replace Lubricate drive shaft bearings Clean surface

Air Handling Unit Maintenance Requirements

Part	Tasks Required
Dampers	Lubricate bearings Check for proper operation Adjust & calibrate Clean surfaces Tighten connections
Filters	Clean and/or replace as required
Heating & Cooling Coils	Clean coils Comb bent fins Check for leaks

	Inspect for corrosion
Motor	Inspect contacts & starter Check for vibration Tighten electrical connections Tighten mountings Lubricate motor
Fan	Clean & inspect Check for vibrations Check fan rotation
General	Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system). Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions. Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies. Zone Control Actuators

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Bienvenue Student Center

Exhaust Fan Maintenance Requirements

Part	Tasks Required
Motor	Inspect coil & contacts Check motor mounts Check current Check for vibrations
Belts & Pulleys	Check alignment of pulley Check wear of pulley & belts Check belt tension – replace as needed
Bearings	Inspect for wear Lubricate when needed Replace if worn
Fan Blade	Clean & inspect Check fan rotation Check for vibration
Housing	Check mountings Clean dirt from surfaces

Bonne Sante Wellness Center**Pumps Maintenance Requirements**

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets – replace Lubricate drive shaft bearings Clean surface

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements**Bonne Sante Wellness Center****Air Handling Unit Maintenance Requirements**

Part	Tasks Required
Dampers	Lubricate bearings Check for proper operation Adjust & calibrate Clean surfaces Tighten connections
Filters	Clean and/or remove as required
Heating & Cooling Coils	Clean coils Comb bent fins Check for leaks Inspect for corrosion
Motor	Inspect contacts & starter Check for vibration Tighten electrical connections Tighten mountings Lubricate motor
Fan	Clean & inspect Check for vibrations

	Check fan rotation
General	<p>Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system).</p> <p>Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.</p> <p>Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies.</p> <p>Zone Control Actuators</p>

Mechanical Plant

Pump Maintenance Requirements

Part	Tasks Required
Base	<p>Check pump mounts for tightness/wear</p> <p>Inspect for corrosion</p>
Motor	<p>Inspect coils & contacts</p> <p>Check current to motor</p> <p>Perform vibration test</p> <p>Lubricate bearings</p>
Coupling	<p>Check for proper alignment</p> <p>Inspect wear</p> <p>Inspect shaft</p> <p>Replace and/or realign</p>
Impeller	<p>Listen for proper operation</p> <p>Repair when required</p>
Housing	<p>Check packing & seals for leaks</p> <p>Inspect gaskets – replace</p> <p>Lubricate drive shaft bearings</p> <p>Clean surface</p>

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Mechanical Plant

Cooling Tower Maintenance Requirements

Part	Tasks Required
Basin	<p>Inspect for corrosion</p> <p>Clean surfaces</p>
Eliminators	<p>Inspect for wear</p> <p>Inspect for corrosion</p>
Fan	Check blades for alignment

	Clean dirt from blades Lubricate bearings Check couplings Inspect belts for wear & tightness – adjust Check for corrosion
Motor	Inspect coils & contacts Tighten all electrical connections Check vibration of motor Check current & voltage Tighten all motor mounts
Baffles	Inspect for corrosion Inspect for wear
Sump	Clean sump & inspect for corrosion
Water Inlet & Outlet	Inspect & check for leaks
Overflow	Clean overflow Check for corrosion
Float Valve	Check for proper operation Clean & test for cut off
Drain	Inspect for blockages Check proper shut off

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Mechanical Plant

Air Handling Unit Maintenance Requirements

Part	Tasks Required
Dampers	Lubricate bearings Check for proper operation Adjust & calibrate Clean surfaces Tighten connections
Filters	Clean and/or replace as required
Heating & Cooling Coils	Clean coils Comb bent fins Check for leaks Inspect for corrosion
Motor	Inspect contacts & starter

	Check for vibration Lubricate motor Tighten electrical connections Tighten mountings
Fan	Clean & inspect Check for vibration Check fan rotation
General	Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system). Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions. Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies. Zone Control Actuators

Exhaust Fan Maintenance Requirements

Part	Tasks Required
Motor	Inspect coil & contacts Check motor mounts Check current Check for vibrations
Belts & Pulleys	Check alignment of pulley Check wear of pulley & belts Check belt tension – replace as needed
Bearings	Inspect for wear Lubricate when needed & replace if worn
Fan Blade	Clean & inspect Check fan rotation Check for vibration
Housing	check mountings Clean dirt from surfaces

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Cypress Building**Pumps Maintenance Requirements**

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets – replace Lubricate drive shaft bearings Clean surface

Gas Boiler Maintenance Requirements

Part	Tasks Required
Burner Section	Check flame shape & composition Perform combustion testing Check draft Inspect & clean nozzles & orifices Adjust & calibrate air/fuel ratio Clean igniters & pilot
Boiler Section	Inspect for leaks Clean all surfaces Perform water check Perform chemical check
Controls & Limits	Perform operational tests & calibrations of control sequences, hi-temp safety, flame failure, hi/low fuel pressure, low water blow down – fuel
Relief Valve	Ensure valve closes using try lever test
Exhaust Flue	Flue gas analysis Clean & inspect for soot or corrosion

Cypress Building

Gas Boiler Maintenance Requirements Continued

Gas Train	Check operation of safety valves Check main valve for proper operation Inspect for any leaks Check for gas shut off valve Check gas for proper operation pressure valve
Gauges & instruments	Inspect for proper operation & calibration

Air Handling Unit Maintenance Requirements

Part	Tasks required
Dampers	Lubricate bearings Check for proper operation Adjust & calibrate Clean surfaces Tighten connections
Filters	Clean and/or replace as required
Heating & Cooling Coils	Clean coils Comb bent fins Check for leaks Inspect for corrosion
Motor	Inspect contacts & starter Check for vibration Tighten electrical connections Tighten mountings Lubricate motor
Fan	Clean & inspect Check for vibrations Check fan rotation
General	Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system). Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions. Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies. Zone Control Actuators

Exhaust Fan Maintenance Requirements

Part	Tasks Required
Motor	Inspect coil & contacts Check motor mounts Check current Check for vibrations
Belts & Pulleys	Check alignment of pulley Check wear of pulley & belts Check belt tension – replace as needed
Bearings	Inspect for wear Lubricate when needed Replace if worn

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Cypress Building

Exhaust Fan Maintenance Requirements Continued

Fan Blade	Clean & inspect Check fan rotation Check for vibration
Housing	Check mountings Clean dirt from surfaces

Governors Building

Pump Maintenance Requirements

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets – replace Lubricate drive shaft bearings Clean surface

Mid City Smaller Buildings

Systems Description	Tasks Required
Two Split Systems Facilities Building	Inspect equipment, check refrigerant levels, check for leaks and clean inside housing, blower wheel, etc.
Two Goodman Package units Custodial	Inspect equipment, check refrigerant levels, check for leaks and clean inside housing, blower wheel, etc.
Two Split Systems Receiving Building.	Inspect equipment, check refrigerant levels, check for leaks and clean inside housing, blower wheel, etc.

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Governors Building

Air Handling Unit Maintenance Requirements

Part	Tasks Required
Dampers	Lubricate bearings Check for proper operation Adjust & calibrate Clean surfaces Tighten connections
Filters	Clean and/or replace as required
Heating & Cooling Coils	Clean coils Comb bent fins Check for leaks Inspect for corrosion
Motor	Inspect contacts & starter Check for vibration Tighten electrical connections Tighten mountings Lubricate motor
Fan	Clean & inspect Check for vibrations Check fan rotation
General	Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system). Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.

	Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies.
	Zone Control Actuators

Exhaust Fan Maintenance Requirements

Part	Tasks Required
Motor	Inspect coil & contacts Check motor mounts Check current Check for vibrations
Belts & Pulleys	Check alignment of pulley Check wear of pulley & belts Check belt tension – replace as needed
Bearings	Inspect for wear Lubricate when needed Replace if worn
Fan blade	Clean & inspect Check fan rotation Check for vibration
Housing	Check mountings Clean dirt from surfaces

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

LCTCS

Pump Maintenance Requirements

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets – replace

	Lubricate drive shaft bearings Clean surface
--	---

Air Handling Unit Maintenance Requirements

Part	Tasks Required
Dampers	Lubricate bearings Check for proper operation Adjust & calibrate Clean surfaces Tighten connections
Filters	Clean and/or replace as required
Heating & Cooling Coils	Clean coils Comb bent fins Check for leaks Inspect for corrosion
Motor	Inspect contacts & starter Check for vibration Tighten electrical connections Tighten mountings Lubricate motor
Fan	Clean & inspect Check for vibrations Check fan rotation
General	<p>Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system).</p> <p>Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.</p> <p>Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies.</p> <p>Zone Control Actuators</p>

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

LCTCS**Split System Maintenance Requirements**

Part	Tasks Required
Filter Section	Replace filters as needed
Fresh Air Damper (Economizer)	Check for proper operation Adjust & calibrate Lubricate bearings
Return Air Damper	Check for proper operation Adjust & calibrate Lubricate bearings
Exhaust Air Damper	Check for proper operation Adjust & calibrate Lubricate bearings
Return & Supply Fans	Lubricate bearings Check for bearing wear Clean dirt accumulation Check drive couplings tighten Check belts – replace Check alignment of shaft Check fan blade tightness
Return & Supply Fan Motors	Inspect starter coils Inspect & clean contacts Tighten all electrical Connections Check operating current & voltage Check for vibration Lubricate bearings Check motor insulation resistance Check motor mounts – tighten
Electrical Disconnect	Inspect & clean contacts Check for proper operation
Condenser Fan	Clean dirt accumulation Lubricate bearings Check for bearing wear Check drive coupling & belts Adjust tightness of belts
Condenser Coil	Clean fin surfaces Comb bent fins Check for leaks Check for corrosion
Compressor	Check refrigerant charge Check crankcase heater

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

LCTCS**Split System Maintenance Requirements Continued**

Part	Tasks Required
Compressor	Check for oil & refrigerant leaks Check oil level Change oil as needed Check for vibration Observe operating temperatures
Zone Control Actuators	Inspect for proper operation Clean surfaces Adjust as needed
Cooling Coil	Inspect & clean surfaces Comb bent fins Check for corrosion & leaks
Burner Section	Perform draft & combustion test Clean & inspect nozzles Clean & inspect blower Lubricate blower motor Test safety controls
Heating Section	Inspect & clean Check for corrosion Check for leaks

Exhaust Fan Maintenance Requirements

Part	Tasks Required
Motor	Inspect coil & contacts Check motor mounts Check current Check for vibrations
Belts & Pulleys	Check alignment of pulley Check wear of pulley & belts Check belt tension – replace as needed
Bearings	Inspect for wear Lubricate when needed Replace if worn
Fan blade	Clean & inspect Check fan rotation Check for vibration
Housing	Check mountings Clean dirt from surfaces

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

LCTCS**Computer Room Unit Maintenance Requirements**

Part	Tasks Required
Filter Section	Replace filters as needed
Return & Supply Fans	Lubricate bearings Check for bearing wear Clean dirt accumulation Check drive couplings tighten Check belts – replace Check alignment of shaft Check fan blade tightness
Return & Supply Fan Motors	Inspect starter coils Inspect & clean contacts Tighten all electrical connections Check operating current & voltage Check for vibration Lubricate bearings Check motor insulation resistance Check motor mounts – tighten
Electrical Disconnect	Inspect & clean contacts Check for proper operation
Compressor	Check refrigerant charge Check crankcase heater Check for oil & refrigerant leaks Check oil level Change oil as needed Check for vibration Observe operating temperatures
Cooling Coil	Inspect & clean surfaces Comb bent fins Check for corrosion & leaks

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Louisiana Building

Packaged Unit Maintenance Requirements

Part	Tasks Required
Filter Section	Replace filters as needed
Fresh Air Damper (Economizer)	Check for proper operation Adjust & calibrate Lubricate bearings
Return Air Damper	Check for proper operation Adjust & calibrate Lubricate bearings
Exhaust Air Damper	Check for proper operation Adjust & calibrate Lubricate bearings
Return & Supply Fans	Lubricate bearings Check for bearing wear Clean dirt accumulation Check drive couplings tighten Check belts – replace Check alignment of shaft Check fan blade tightness
Return & Supply Fan Motors	Inspect starter coils Inspect & clean contacts Tighten all electrical Connections Check operating current & voltage Check for vibration Lubricate bearings Check motor insulation resistance Check motor mounts – tighten
Electrical Disconnect	Inspect & clean contacts Check for proper operation
Condenser Fan	Clean dirt accumulation Lubricate bearings Check for bearing wear Check drive coupling & belts Adjust tightness of belts
Condenser Coil	Clean fin surfaces Comb bent fins Check for leaks Check for corrosion
Compressor	Check refrigerant charge Check crankcase heater

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Louisiana Building

Packaged Unit Maintenance Requirements continued

Part	Tasks Required
Compressor	Check for oil & refrigerant leaks Check oil level Change oil as needed Check for vibration Observe operating temperatures
Zone Control Actuators	Inspect for proper operation Clean surfaces Adjust as needed
Cooling Coil	Inspect & clean surfaces Comb bent fins Check for corrosion & leaks
Burner Section	Perform draft & combustion test Clean & inspect nozzles Clean & inspect blower Lubricate blower motor Test safety controls
Heating Section	Inspect & clean Check for corrosion Check for leaks

Pumps Maintenance Requirements

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets – replace Lubricate drive shaft bearings Clean surface

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Louisiana Building

Air Handling Unit Maintenance Requirements

Part	Tasks Required
Dampers	Lubricate bearings Check for proper operation Adjust & calibrate Clean surfaces Tighten connections
Filters	Clean and/or replace as required
Heating & Cooling Coils	Clean coils Comb bent fins Check for leaks Inspect for corrosion
Motor	Inspect contacts & starter Check for vibration Tighten electrical connections Tighten mountings Lubricate motor
Fan	Clean & inspect Check for vibrations Check fan rotation
General	<p>Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system).</p> <p>Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.</p> <p>Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies.</p> <p>Zone Control Actuators</p>

Exhaust Fan Maintenance Requirements

Part	Tasks Required
Motor	Inspect coil & contacts Check motor mounts Check current Check for vibrations

Belts & Pulleys	Check alignment of pulley Check wear of pulley & belts Check belt tension – replace as needed
Bearings	Inspect for wear Lubricate when needed Replace if worn
Fan blade	Clean & inspect Check fan rotation Check for vibration
Housing	Check mountings Clean dirt from surfaces

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Magnolia Library Building

Pump Maintenance Requirements

Part	Tasks Required
Base	Check pump mounts for tightness/wear Inspect for corrosion
Motor	Inspect coils & contacts Check current to motor Perform vibration test Lubricate bearings
Coupling	Check for proper alignment Inspect wear Inspect shaft Replace and/or realign
Impeller	Listen for proper operation Repair when required
Housing	Check packing & seals for leaks Inspect gaskets – replace Lubricate drive shaft bearings Clean surface

Air Handling Unit Maintenance Requirements

Part	Tasks Required
Dampers	Lubricate bearings Check for proper operation Adjust & calibrate Clean surfaces Tighten connections

Filters	Clean and/or replace as required
Heating & Cooling Coils	Clean coils Comb bent fins Check for leaks Inspect for corrosion
Motor	Inspect contacts & starter Check for vibration Tighten electrical connections Tighten mountings Lubricate motor
Fan	Clean & inspect Check for vibrations check fan rotation
General	<p>Thermostats, pressure controls, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and air compressor (for pneumatic control system).</p> <p>Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.</p> <p>Calibrate all sensing, monitoring, output, devices, controls and safety devices for optimum efficiencies.</p> <p>Zone Control Actuators</p>

ATTACHMENT B – Building HVAC Equipment Maintenance Requirements

Magnolia Library Building

Exhaust Fan Maintenance Requirements

Part	Tasks Required
Motor	<p>Inspect coil & contacts</p> <p>Check motor mounts</p> <p>Check current</p> <p>Check for vibrations</p>
Belts & Pulleys	<p>Check alignment of pulley</p> <p>Check wear of pulley & belts</p> <p>Check belt tension – replace as needed</p>

Bearings	Inspect for wear Lubricate when needed Replace if worn
Fan blade	Clean & inspect Check fan rotation Check for vibration
Housing	Check mountings Clean dirt from surfaces

Supply Fan Maintenance Requirements

Part	Tasks Required
Motor	Inspect coil & contacts Check motor mounts Check current Check for vibrations
Belts & Pulleys	Check alignment of pulley Check wear of pulley & belts Check belt tension – replace as needed
Bearings	Inspect for wear Lubricate when needed Replace if worn
Fan Blade	Clean & inspect Check fan rotation Check for vibration
Housing	

EXHIBIT C

INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- c. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with a A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

E. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

G. WORKERS COMPENSATION INDEMNITY

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance.

The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, Baton Rouge Community College, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.